



ELEMENTARY SCHOOL ASSISTANT

Classification Summary

- Performs a variety of office secretarial, record keeping, and clerical duties which require a broad knowledge of both secretarial and clerical practices and procedures.
- Serves as support to the elementary secretary and staff to facilitate the smooth operation of an elementary school office. The position requires a thorough knowledge of critical school functions, office procedures, and applicable district and school rules, regulations and policies.
- Serves the first contact for the public coming to the schools. Exercise considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures within guidelines set by the administrator.
- Assists elementary secretary essential record keeping in areas such as attendance, behavior referrals, administration of the food program, and purchasing.
- Administration of minor first aid and medications to students.

Distinguishing Characteristics

This class is distinguished from Educational Assistant by the focus on secretarial and clerical support duties and the supervision of students only in the lunchroom, hallways, or on the playground. No direct instructional duties are performed.

Supervisory Relationships

1. Reports to and receives work assignments and direction from the Elementary School Principal in cooperation with the Elementary School Secretary.
2. The position may supervise parent volunteers and possibly student aides. This may include orientation to work setting, explanations of procedures, assignment and review of work.

Essential Functions

1. Assist in the health room when the nurse is absent by bandaging minor scrapes, bumps and bruises, handing out ice packs, or attending to more serious injuries while a nurse or EMT is called. Dispense prescribed medicines to students as directed by the parents/doctor. Contact parents to share information or to send students home in accordance with district policy. Communicate accident information to School Secretary to complete accident form.
2. Supervise lunchroom, hallways, and playground so that a positive and safe atmosphere is preserved; facilitate problem solving with students in conflict, enforce safety rules, engage with students, and follow up on and discipline procedures necessary.
3. Perform telephone and personal reception duties for all building staff; route calls and visitors.

4. Serve as receptionist for the school and provide customer service to any person (student, parent, volunteer, or staff) needing support from the school's front office. This includes answering phones and greeting visitors to the office. Perform other clerical duties as assigned.
5. Maintain an inventory of supplies for teachers and staff; complete purchase orders for additional materials and stock shelves with new supplies.
6. May perform tasks specific to the attendance register of students such as daily attendance, entering tardy students, parent contact of absent students, and hot lunch count to food services staff.
7. Compose school-to-home communications throughout the year, such as back to school packets, newsletters, fliers and reminders, which may include the execution of compiling, typing, editing, printing and distribution.
8. Accurately enter all student behavior referrals into the student records system in a timely manor.
9. Manage system for out-of-building print orders, which includes gathering correct information for print order, maintaining paperwork to track the order, and distributing completed print orders to appropriate staff.
10. Receive, sort and distribute district and U.S. mail; arrange district and county courier deliveries.
11. Maintains regular and prompt attendance.
12. Performs other related duties as required.

Required Knowledge, Skills and Abilities

1. Knowledge of receptionist and clerical practices and procedures.
2. Ability to use or learn to use computers and appropriate software (student records system, word processing, data systems, etc).
3. Ability to proficiently operate current office technology and equipment (e.g., computers, phone system, fax, copiers, etc.)
4. Organizational ability. Ability to work under pressure of simultaneous deadlines and frequent interruption.
4. Working knowledge of district and school rules, regulations and policies applicable to area of assignment.
5. Ability to establish and maintain effective working relationships with school staff, elementary aged students, volunteers, parents and the general public.

6. Ability to communicate effectively orally and in writing; knowledge of English grammar, composition and spelling.
7. Knowledge of first-aid procedures; ability to learn proper methods of dispensing medications.
8. Ability to learn and use recording keeping systems for attendance, behavioral referrals, purchasing, and student enrollment records systems.
9. Willing and able to be trained in and implement medically delegatable procedures for students at the direction of the supervisor.

Minimum Qualifications

- High school diploma or equivalent.
- Previous training and experience in basic office and clerical skills including computer, typing and receptionist. Demonstrates ability to type 50 wpm.

Work Environment

Incumbents work in an Elementary School. Performs tasks in a school office as well as in environments requiring student supervision (cafeteria, playground, hallways, etc.)

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 8
Approved by	Cydney Vandercar Director of Human Resources
Last revised	July 31, 2017